



FINANCE AND POLICY COMMITTEE MEETING

MONDAY, MARCH 1, 2021 | 6 PM

3rd committee meeting

The Committee will meet in the Mauldin City Hall at 5 East Butler Road in the Courtroom at 6 p.m.

The meeting will be available remotely through Zoom. Please visit the City's website at <https://cityofmauldin.org/your-government/meeting-minutes-agendas/> to access the meeting via audio and videoconferencing.

Finance & Policy Committee Agenda

March 1, 2021

Committee Members: Michael Reynolds (Chair), Carol King, Diane Kuzniar

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|---|--------------------------------|
| 1. <u>Call to Order</u> | The Honorable Michael Reynolds |
| 2. <u>Public Comment</u> | The Honorable Michael Reynolds |
| 3. <u>Reading and Approval of Minutes</u> | The Honorable Michael Reynolds |
| a. Finance Committee Meeting: February 1, 2021 [Pages 3-4] | |
| 4. <u>Reports or Communications from City Officers</u> | The Honorable Michael Reynolds |
| a. City Administrator Brandon Madden | |
| i. Budget Review | |
| b. Finance Director Holly Abercrombie | |
| i. Budget Review | |
| c. HR Director Mark Putnam | |
| 5. <u>Unfinished Business-</u> None | The Honorable Michael Reynolds |
| 6. <u>New Business</u> | The Honorable Michael Reynolds |
| a. Social Media Policy Update [Pages 5-9] | |
| b. Resolution for 206 Libby Lane | |
| c. Corporate and Unincorporated Organization Resolution | |
| 7. <u>Public Comment</u> | The Honorable Michael Reynolds |
| 8. <u>Committee Concerns</u> | The Honorable Michael Reynolds |
| 9. <u>Adjournment</u> | |

Minutes
Finance & Policy Committee
February 1, 2021
6th committee meeting

Committee Members: Michael Reynolds (Chair), Carol King, Diane Kuzniar

Others present: Finance Director Holly Abercrombie via Zoom, HR Director Mark Putnam via Zoom, and City Administrator Brandon Madden

1. Call to Order- Chairman Reynolds
2. Public Comment- None
3. Reading and Approval of Minutes

- a. Finance Committee Meeting: January 4, 2021

Action: Councilwoman Kuzniar made a motion to approve the minutes with Chairman Reynolds seconding. Councilwoman King was not present at last month's meeting and did not vote.

Vote: The vote was unanimous (2-0).

4. Reports or Communications from City Officers

- a. City Administrator Brandon Madden

- i. Budget Review

The Administration department budget is where it should be.

- b. Finance Director Holly Abercrombie

- i. Budget Review

Ms. Abercrombie reported that the budgets look good. The bulk of property taxes have come in and are trailing off. The remaining months will see vehicle taxes and delinquent property taxes. Business licenses are due in April so we will start seeing that revenue. Budget FY 22 is being started.

- c. HR Director Mark Putnam

Mr. Putnam reported the reinvestment from insurance savings has gone a long way with employees. There have been many positive comments.

5. Unfinished Business

- a. Amendment to Committee Rules

Chairman Reynolds said this started as a possible change to move committee meetings to the courtroom to take advantage of the new audio/visual equipment that has been installed, but has become an opportunity to make any other changes as necessary. There were a couple of other suggestions such as an extra night each month for executive sessions.

Councilwoman Kuzniar said there may be something going on in the courtroom this evening. If there was a double booking, we should be able to take care of it.

Councilwoman King said with the upgrades to the council chambers and security, she would like to have the meetings in the council chambers. The committee rules could state that they could be moved somewhere else as

requested by the Chair. The courtroom is more secure, and it is easier for the police department to secure the courtroom.

Chairman Reynolds asked for feedback on executive sessions being scheduled on other nights. Councilwoman Kuzniar said she thinks it would depend on how many items were on the other agendas. Tonight, we didn't run late. She said it would also depend on what the executive session entails. If there are several committees with executive sessions, those should probably be split.

Councilwoman King said it is not fun to be here until 11:00 p.m., but then again, all the business gets taken care of at one place and one time. She is not opposed though to letting staff and the Mayor be the judge as to whether the dates need to be split if several committees have executive sessions planned. It can be an option as needed. Committees could be split up and meet on Monday and Tuesday if need be.

Chairman Reynolds asked for more feedback on the location of committee meetings. Councilwoman King suggested striking Council chambers as the location noted in the rules and put Mauldin City Hall instead. That would allow for flexibility on the specific location for the committee chairs.

Councilwoman King said she received a second request from another council member . Under number 2, consider adding "committee meetings will be scheduled for the first Monday and/or Tuesday of each month based upon anticipated volume of business items to be considered and/or the length of meetings for all standing committees."

Action: Councilwoman King made a motion to amend the standing committee rules under Section 1, to strike council chambers and section 2 "committee meetings will be scheduled for the first Monday and/or Tuesday of each month based upon anticipated volume of business items to be considered and/or the length of meetings for all standing committees." Councilwoman Kuzniar seconded the motion.

Vote: The vote was unanimous (3-0).

6. New Business- There is no new business.
7. Public Comment- None
8. Committee Concerns
9. Adjournment- Chairman Reynolds adjourned the meeting.

Respectfully Submitted,
Cindy Miller
Municipal Clerk

FINANCE & POLICY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: March 1, 2021
AGENDA ITEM: 6a

TO: Finance & Policy Committee
FROM: City Administrator Brandon Madden
SUBJECT: Amendment to Workplace Privacy/Computer and Internet Use Policy

REQUEST

The Committee is requested to an amendment to its Workplace Privacy/Computer and Internet Use Policy to clarify the guidelines for comments on the City's social media platforms.

HISTORY/BACKGROUND

During its October 21, 2019 meeting, Council approved a workplace privacy/computer and internet use policy.

ANALYSIS or STAFF FINDINGS

The City has multiple social media platforms that are used to inform the public of City initiatives and communicate with the citizenry. Although the City invites and encourages people to discuss issues affecting the City on its social media sites, there are some posts that are inappropriate. The requested amendment to the policy codifies how inappropriate posts on the City's social media sites will be managed.

FISCAL IMPACT

None is associated with this request.

RECOMMENDATION

Staff recommends approval of the amendments.

ATTACHMENT

Redlined Amendment to Workplace Privacy/Computer and Internet Use Policy



**City of Mauldin Government
Policy and Procedure Manual**

Title: Workplace Privacy/Computer and Internet Use Policy

Department: Policy Number 2019-04

Effective Date: _____

I. Purpose:

The workplace is intended to be a place of work. An important part of work is communications and recordkeeping. No employee is at work 24 hours a day, seven days a week, and there are times when management needs access to communications or records maintained by employees in their individual workplaces. Personal items and personal communications received or stored on City premises are not entitled to a guarantee of privacy, and the document outlines the policy and the procedures related thereto.

II. Policy

Management may search City property and documents in City-owned vehicles, employee desks, lockers, file cabinets, etc. Electronic media raise similar issues. The City provides electronic and telephonic communication devices to employees for use in performing their job duties. Although assigned to the employee, these items belong to the City. Similarly, any computer files created, or software downloaded on a City computer belong to the City. Unauthorized programs, applications and files may not be used or installed on City computers. Employees may not destroy or delete files from City computers or mobile devices except pursuant to the South Carolina State record retention policy.

III. Procedures

Employees are given certain access and computer rights based upon the employee's job description. Employees may not change any of these rights or the rights of anyone else. Software, programs, games, applications, and any other downloads may not be installed on City computers without the written permission of the City.

Employees are prohibited, unless specifically authorized by the City, from accessing and/or viewing e-mail which has not been sent by, or addressed to, the employee. Similarly, employees are prohibited, unless specifically authorized by the City, from accessing and/or viewing databases containing personal employee information. Employees who have received appropriate authorization to access and/or view databases containing personal employee information are prohibited from using or discussing information in those databases except as directed by management.

The City consents to the reasonable personal use of its communication devices. The definition of "reasonable personal use" is determined in the sole discretion of the City. The only sure way to avoid violating the City's policy on personal use is not to use the City's communication

devices, computers and network for any personal purpose. The following personal computer use is absolutely forbidden:

1. Accessing any material which the City considers to be pornographic; transmitting or knowingly accepting receipt of any communication which is pornographic, obscene, or in the City's opinion might contribute to a hostile work environment in that it demeans individuals on the basis of race, gender, age, national origin, disability or some similar distinction; and,
2. Conducting business for outside employment or a side-business;

Although employees may use City-owned communication devices, computers and network for limited personal use, all files and data created or transmitted using a computer (desktop or laptop), telephone, pager, "smart phone," or any other electronic device provided to the employee by the City belongs to the City and may be accessed by the City during transmission of the communication or while in storage on the City's equipment. This includes, but is not limited to, voicemail, the content of e-mail, text (sms) messages, multi-media messages (mms), instant messages, and the content of internet websites.

By accepting employment with the City, you consent to monitoring, including "real time" monitoring, of all communications described in this policy and authorize the City to access all data stored on communication devices provided by the City. The City also reserves the right to report the finding of such reviews to appropriate agencies. Data stored on a City communication device includes data, such as personal third-party e-mail accounts (e.g., yahoo, Hotmail, Gmail, etc.) and websites, that is accessed with a password where the data was accessed using the City's communication device. Thus, if you do not want the City to have access to your personal e-mail account or your social networking site, you should not access your personal e-mail or other password-protected websites using City-owned communication devices. Even though an item has been "deleted" and the employee cannot retrieve it, this does not mean that the City cannot do so. It is also possible to generate a report of every internet connection made by each user and the amount of time spent in each connection.

If you access personal e-mail accounts or other password-protected websites using City-owned communication devices, you will be subjecting those accounts and websites to any viruses that may have infected the City-owned communication device. The City is not liable for any damages you suffer because of such access. The best way for you to protect your personal information is to refrain from accessing it using City-owned equipment.

Employees may not use their personal electronic equipment (including, but not limited to, personal laptop computers and cellular phones) on City property or at City work sites to engage in conduct which would be prohibited if using City equipment.

A. Social Networks; Personal Web Sites; Blogs

The City consents to reasonable limited access to social media sites during working hours or using City equipment. What is "reasonable" is determined in the sole discretion of the City. The only sure way to avoid violating the City's policy on personal social media site access is not to access such sites at all during working hours or using City equipment.

Employees must understand that material posted on these media outlets may be read by persons other than those for whom it is intended. Employees are cautioned that they are responsible for the contents of social media posts, comments and actions they make. Posts that contain obscene or harassing material, that are unlawful, that contain personal attacks on coworkers, that reasonably call into question the employee's judgment, or that reasonably cause concern among the public may result in discipline, up to and including termination from employment. Similarly, conduct that would violate City policies, if done in person, also violates City policy if done through social media. Employees may not disclose confidential information over social media or similar sites.

Employees who post on media sites and who have identified themselves as a member or employee of the City on those sites, must make it clear that they are expressing their own views and not those of the City.

In summary, when using City owned electronic equipment such as computers, mobile phones, etc., City employees are not entitled to an expectation of privacy.

B. City Social Media Platforms

The City of Mauldin invites and encourages people to discuss issues affecting the City on its social media sites, which serve as limited public forums. However, the City of Mauldin will not allow posts to remain that include:

- Nudity/pornography or messages/depictions with sexual, obscene or indecent content
- Language or information that is foul, vulgar, scurrilous or scatological
- Promotion of the use of alcohol or tobacco
- Threats, attacks, harassment, unlawful discrimination or hate language
- Advocation of illegal or inappropriate use of firearms or drugs, or any illegal activity
- Depictions or promotions of animal cruelty
- Promotion or endorsement of a political campaign or candidate
- Programs and events not officially sponsored by the City of Mauldin, City Council, and/or a City board or commission.
- Solicitations for donations, except for official City-sponsored activities.

The City of Mauldin reserves the right to close a conversation if comments stray from the context of the original post

IV. Applicability

All employees of the City of Mauldin are employed at-will and may quit or be terminated at any time and for any reason. Nothing in any of the City of Mauldin's rules, policies, handbooks, procedures or other documents relating to employment creates any express or implied contract of employment. No past practices or procedures, whether oral or written, form any express or implied agreement to continue such practices or procedures. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the limitations set forth in this paragraph create any contract of employment unless: 1) the terms are put in writing, 2) the document is labeled "contract", 3) the document states the duration of employment, and 4) the document is signed by the City Mayor.

City Administrator

Date

Date Adopted by City Council: _____

FINANCE & POLICY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: March 1, 2021
AGENDA ITEM: 6b

TO: Finance & Policy Committee
FROM: City Administrator Brandon Madden
SUBJECT: Resolution for 206 Libby Lane Property

REQUEST

The Committee is requested to consider and approve a Resolution to approve the purchase of property located at 206 Libby Lane and to authorize the mayor to execute the attached contract and any other documents necessary for the purchase of the property.

HISTORY/BACKGROUND

During the historic flooding event in 2015, multiple structures along Libby Lane that were located in the FEMA (Federal Emergency Management Authority) flood zone sustained significant flood damage. Following the following event, the City engaged hazard mitigation consultant Jeff Ward & Associates (JSWA) to manage the purchase and demolition of those properties through a FEMA its hazard mitigation grant program.

During the original scope of work in 2017, 206 Libby Lane was not able to be purchased and demolished. Subsequently and prior to the closing of the grant program, FEMA announced additional funds that would allow the city to purchase and demolish the site. Since 2018, staff has been working to settle this project. After negotiations with FEMA, the site has been approved purchase and demolition. The attached contract is for the purchase of the property by the City and will prompt its demolition.

ANALYSIS or STAFF FINDINGS

JSWA has completed the negotiations to purchase the property. Council approved the approved the use of the matching funds for this project during its October 19, 2020 meeting.

The original project pro-forma can be found in the attached contract with JSWA.

FISCAL IMPACT

None is associated with this request. Council has already approved the matching funds needed, totaling.

RECOMMENDATION

Staff recommends approval of the Resolution.

ATTACHMENT

Resolution
Contract to purchase
Contract with JSWA.